

# Battle Ground Town Council

## Meeting Minutes, May 11, 2020

*This meeting was held using ZOOM.us teleconference. Though the teleconference style communication required some variance in discussion, the decisions are represented in agenda order.*

Attending, President James Miller, Councilors Matt Coppock, Steve Hahn, Greg Jones, Mary Jo Totten, Attorney Eric Burns, Town Supervisor Ron Holladay, Town Marshal Jerry Burk, Clerk Treasurer Georgia Jones.

Guests logged in: Andrea Agree, Dan Gemmecke, Bill Jones, Joe Kline, Steve Egly, Buffy Rogers, Dave Buck, Colin Sullivan, Colin Dale.

Council President James Miller called the meeting to order at 6:05 p.m. and there were no changes to the agenda.

### **Contracted Services**

#### **Butler, Fairman & Seufert (BFS)**

Development guide – Dave Buck requested the council appoint a person to take the lead working with them on details. President Miller and Clerk Georgia Jones will work on that project.

CR600N paving project – The scope of work and bid package will be ready for advertising in May. **Motion** by Greg Jones to approve bid advertising on May 21 and May 28, with bid opening set for June 8. Second of Mary Jo Totten, motion carried by unanimous vote. Advertising copy needs to be sent May 14 to meet publication deadlines. The construction contract will be written contingent on Notice to Proceed. If economic conditions are not favorable the project can be delayed and forgo the 2020 grant.

**Motion** by Mary Jo Totten to appoint Greg Jones as signatory for the town council to execute contracts and approve documents for the Community Crossings Matching Grant from INDOT. Second of Matt Coppock, motion carried by unanimous vote.

Scope of work will specify 11' travel lane. Widening the road was discussed as a way to create more safety for pedestrians. Storm water removal needs to be changed from open ditch to buried pipe before an adequate bike or pedestrian path can be added to this busy road. The grant does not cover this work in 2020 but other funding options can be investigated. Dave Buck and Colin Dale emphasized the expertise of BFS for trail design. Non-federal funding sources are preferred due to the extremely detailed reporting requirements of federal grants.

At this time there is no plan to advance any sewage project running under CR600 N ahead of road construction, since there are many variables with no current or clear request for service that can be served.

### **Town Attorney**

Golf cart ordinance – A proposal was discussed and Eric Burns commented on the positive reasons to establish a local ordinance. The draft covers purpose for the ordinance, definitions, conditions of operation, and penalties along with other considerations. Greg Jones said cart travel exclusions should include Prophet Street due to limited sight of eastbound traffic coming over the bridge. The council will review for discussion at the June meeting.

Mutual support resolution – The Town Council and Conservancy Board have proposed creating a written agreement outlining areas of mutually beneficial cooperation. Eric Burns recommended using an Interlocal Agreement signed by both government units which specifies a governance committee with bylaws for decision-making, and financial oversight. No decision at this time.

Utility late fees – With respect to the state health emergency, the Council desires to assist residents experiencing hardship. Suspending late payment penalties for a time is possible.

**Motion** by Steve Hahn to waive late payment penalties for up to three months, in alignment with the Battle Ground Conservancy District motion for the same. Second of Mary Jo Totten, motion carried by unanimous vote. The suspension will be reviewed as health and commerce restrictions change.

Sidewalks – Town ordinance regarding sidewalk repair has not been enforced for many years. State law places the responsibility for sidewalks with the property owner. As the town reviews and implements ADA improvements to crossings, there is a desire to reach out to property owners to improve sections of hazardous sidewalk. Greg Jones will bring suggestions to the June 8 meeting.

### **Minutes**

**Motion** by Mary Jo Totten to approve the minutes of March 9. Second of Steve Hahn, motion carried by unanimous vote.

**Motion** by Mary Jo Totten to approve the minutes of April 13. Second of Steve Hahn, motion carried by unanimous vote.

### **Clerk-Treasurer**

**Motion** by Mary Jo Totten to approve the register of claims, April 14 to May 11. Second of Steve Hahn, motion carried by unanimous vote.

There were no questions about the Fund Report as submitted or budget and appropriations. The Clerk-Treasurer would like to implement transfers to the Sewage Reserve Maintenance fund, and requests recommendations from council for resources to help establish policy.

### **Police Department**

Golf cart ordinance covered in Contracted Services

### **Utilities and Street Department**

The compost area is busy as this spring more people are taking wood logs, chipped wood and composted soil for their own use.

Ron Holladay recommends replacing the Hawks Nest lift station due to the nature and expense of repair calls. He outlined a plan in three steps for replacement, involving some local force work and independent quotes for the pump station installation and a security building.

**Motion** by Mary Jo Totten to approve replacing the Hawk's Nest lift station, not to exceed \$60,000 total cost. Second of Matt Coppock, motion carried by unanimous vote.

### **Area Plan**

The next general meeting of the Area Plan Commission is planned for May 20.

### **Committees**

**Transportation**– covered in Contracted Services, no additional report

**Public Relations / Communication**– The newsletter was mailed. Mary Jo Totten asked the council to consider selecting three seasons of decorative banners and use the holiday lights for winter

decorations. Prices will be available by the June meeting. Century Tel (CenturyLink telephone company) purchased the previous banners, we could ask if they still support that program.

**Strategic Planning**– Work continues on a survey to guide a focus group to investigate what the future could or should look like for Battle Ground.

**Citizen Advisory Groups** – no additional report

### **Old Business**

Town Meeting – this is part of Strategic Planning committee work

TIF Discussion – It is possible that commercial development may be stalled until economic conditions improve after the health emergency is lifted. No changes at this time.

Waste Treatment Master Plan – In some ways dependent on commercial development, the council is aware of local needs such as Hawks Nest and Woods Edge and is working for solutions.

Lift Station upgrade – motion passed to replace Hawk’s Nest lift station

Waste Water reserve maintenance – looking for a resource to set a policy for funding the reserve account.

Storm Water Utility – no discussion

Utility Tap Fee – Signed task order is in process with BFS engineers.

Golf Cart Ordinance – In review with Council for June 8 discussion

Development Guide – addressed in Contracted Services

600 N Road project and Trail options – addressed in Contracted Services reports

Banners – discussed in PR Committee

OCRA project funding – no report

Town Website – no report

Sidewalk inventory – Greg Jones will report at June 8 meeting

Human Resources – no report

Wastewater Plant lab computer – not installed yet

### **New Business**

None reported

### **Guest Comment**

Comments were requested by email due to the teleconference platform, however none were received and no one used the chat feature available in the Zoom software.

**Motion** to adjourn 8:09 p.m. by Matt Coppock

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Georgia Jones, Clerk Treasurer

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James Miller, Council President